

COMMUNITY AFFAIRS

OFFICE OF SMART GROWTH

Basic Course in Land Use Law and Planning Training Program

Proposed New Rules: N.J.A.C. 5:87

Authorized By: Charles A. Richman, Commissioner, Department of Community Affairs.

Authority: P.L. 2005, c. 133 (N.J.S.A. 40:55D-8; C. 40:55D-23.3 and 23.4)

Calendar Reference: See Summary below for explanation of exception to calendar requirement.

Proposal Number: PRN 2006-13

Submit written comments by March 4, 2006 to:

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The agency proposal follows:

Summary

The Department of Community Affairs (DCA) proposes new rules in response to the recent enactment of the “Mandatory Education Bill for Planning and Zoning Board Members” (N.J.S.A. 40:55D-23.3 and 23.4). The Act requires the Department of Community Affairs to have created and implemented a mandatory course in land use law and planning for current and prospective members and alternate members of local planning and zoning boards. The course shall provide a basic understanding of the role and responsibilities of members and alternate members of municipal planning boards, zoning boards of adjustment and combined boards as set forth in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq. (MLUL).

The rules establish a core curriculum for the basic course. The curriculum consists of three areas of study: the roles and responsibilities of planning and zoning board members under the MLUL; understanding the master plan and sub-elements and its relationship to other local, regional and state planning documents; and the local development application review process.

The course shall be offered by organizations that have received prior approval from the Commissioner of the Department of Community Affairs. Approval shall only be given to those organizations that offer courses that meet the mandatory curriculum set forth in the rules. A mandatory test shall be administered at the end of the course.

All current municipal board members are required to successfully complete the basic course and test within 18 months from the date an approved course is first offered.

All members that are appointed after the date an approved course is first offered must successfully complete the course and test within 18 months from the date of their initial board appointment.

DCA shall issue Certificates of Completion to those members that have successfully completed an approved course. Failure to complete the course within the prescribed time period shall result in automatic termination of board membership. A board member who has participated in the decision-making or recommendation for board action, but does not successfully complete the basic course, shall not result in retroactive invalidation of that particular board action.

DCA shall maintain a database that identifies the organizations that offer an approved course, the names and addresses of current and alternate planning and zoning boards members, dates of appointment to respective boards, and the names of members who have been issued Certificates of Completion. A list of organizations offering DCA approved courses shall be available on the OSG website at www.state.nj.us/dca/osg.

Subchapter 1 sets forth the intent and purpose of the rules, to provide a basic understanding of the role and duties of members and alternate members of municipal planning boards, zoning boards of adjustment and combined boards, and includes the definitions of terms used in the rules. This subchapter also identifies who is required to take the training program, who is exempt, and the amount of time given to meet the training requirement.

Subchapter 2 identifies how the Training Program will be delivered, the application requirements and the process by which the Commissioner grants approval to course providers.

Subchapter 3 sets forth the basic requirements for the Training Program curriculum. The Training Program shall have three key segments: an overview of board responsibilities and differences between the boards, the municipal Master Plan, and the development application review process.

Subchapter 4 identifies standards for course providers, instructors, determining satisfactory completion of the Training Program, waivers and record retention.

The Department of Community Affairs has provided for a 60-day public comment period on this notice for this rule proposal. Therefore, this proposal is exempt from the rulemaking calendar requirements, pursuant to N.J.A.C. 1:30-3.3(a)5.

Social Impact

Local planning and zoning board officials are the primary officials charged with the orderly development of their community. The relationship between the decisions they make and the changes in the landscape of their communities, including the location, size and density of housing and commercial development and the necessary infrastructure to accommodate the development or redevelopment, have a direct affect on the society as a whole. Enabling local officials to better understand these relationships is an important aspect of this regulation. The short and long term application of the proposed new rules shall have a significant positive social impact since decision makers shall have an improved knowledge of their role and responsibilities upon which to base the decision and understand the consequences of their decisions on neighboring municipalities, the region, and the State.

Economic Impact

The proposed new rules will have an economic impact on the Department of Community Affairs and municipalities. The Department will need to hire additional staff dedicated to creating and maintaining a system that will accurately identify: current members of planning, zoning and combined boards for each of the 566 municipalities; approvals given by the Department to institutions or organizations proposing to offer the basic course in land use law and planning; and certificates for successful completion of those courses. Accurate recordkeeping is essential since the consequence to a board member for not successfully completing a course within the prescribed time period results in automatic termination from the board.

Additionally, the rules allow for the course providers to charge a reasonable fee to cover the costs of offering the course. Municipalities are obligated to pay the cost of tuition for the education of their planning and zoning board members. Municipalities have the opportunity to defray the cost of tuition through use of the development application fees paid to municipalities pursuant to N.J.S.A. 40:55D-8.

Federal Standards Statement

No Federal standards analysis is required because the new rules are not being proposed pursuant to Federal law or in order to implement, comply with, or participate in any program established under Federal law or under a State law that incorporates or refers to Federal law, standards, or requirements.

Jobs Impact

The Department anticipates the creation of at least one position in DCA as a result of the proposed rules, and the possibility of additional positions within the organizations that are approved to offer the Training Program depending on whether there is a need.

The Department anticipates hiring a staff member to create and maintain a database that shall accurately identify those members that have successfully completed the Training Program. Organizations offering the Training Program may determine that instructors shall need to be hired to meet the demand of training all current and new members within the required time period. Instructors will be professional planners or attorneys experienced in land use matters.

Agriculture Industry Impact

The Department anticipates a positive impact on the agriculture industry through the education of those municipal officials responsible for identifying a vision, adopting a plan, and implementing the plan for the future growth and conservation of a particular community. The educational training shall include the introduction of creative land use concepts, including the Transfer of Development Rights program and clustering, that are available to those communities that desire the continuation of the agricultural industry in their communities, yet are under severe development pressures.

Regulatory Flexibility Analysis

Small businesses that seek to offer the Training Program prescribed under these rules must follow all of the compliance requirements of course providers, including: meeting the time limitations placed on the course, unless the course provider chooses to offer a more extensive program; seeking the approval of the Commissioner of the Department of Community Affairs that the proposed course satisfies the mandatory curriculum set forth in these rules; and agreeing to periodic reviews of an approved course by the Commissioner to ensure the course conforms to the requirements of these rules.

Course providers may incur upfront costs to prepare to offer a course, including preparing a curriculum, securing space in which to offer the course, and preparing course materials for students. Other costs may include the administrative costs of providing reports to the Commissioner of the Department of Community Affairs, as well as employing instructors.

The compliance requirements are the minimum necessary to provide the education to planning and zoning board members required by N.J.S.A. 40:55D-23.3 and 23.4 and to allow the Department of Community Affairs to have the information necessary to monitor compliance with the statute. In addition, these rules do not regulate tuition fees charged by course providers, so the full costs of delivering the Training Program may be covered by those fees.

Smart Growth Impact

One of the basic tenets of smart growth includes the presumption that better educated land use decisions shall improve the quality the decisions that are made to

balance growth and conservation in our already congested State. The State Development and Redevelopment Plan (State Plan) is a guidance document that is intended to provide a framework for improved decision-making in the field of land use law and planning.

Along with the State Plan are the MLUL and a host of regulations that together provide the foundation for land use planning in New Jersey. Without some level of training as to the authority of the State Plan, the MLUL and regulations related to land use law and planning, it is extremely difficult for municipal officials to make educated decisions. The training proposed in these rules shall help to set a true smart growth framework for improved decision-making ultimately resulting in a better quality of life for New Jersey residents.

Full text of the proposed new rules follows:

Chapter 5

Basic Course in Land Use Law and Planning Training Program

SUBCHAPTER 1. GENERAL PROVISIONS

5:87-1.1 Heading and scope

(a) The rules contained in this chapter shall be known as the “Rules for the Basic Course in Land Use Law and Planning Training Program.”

(b) These rules are to implement the mandatory training program required by P.L. 2005, c.133 (N.J.S.A. 40:55D-23.3 and 23.4).

(c) These rules govern the prescribed evaluation by the State of the training of a member or alternate member of a municipal planning board, zoning board of adjustment or combined board in the State of New Jersey.

5:87-1.2 Authority

These rules are promulgated by the Commissioner of the Department of Community Affairs pursuant to the authority of the “Mandatory Education Bill for Planning and Zoning Board Members,” (sections 2 and 3 of P.L. 2005, c. 133 (N.J.S.A.40:55D-23.3 and 23.4)).

5:87-1.3 Intent and Purpose

The purpose of the Training Program shall be to provide a basic understanding of the role and duties of members and alternate members of municipal planning boards, zoning boards of adjustment and combined boards as set forth in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., and the relationship of their roles and responsibilities to the neighboring municipalities, regional planning entities, counties, and State agencies.

5:87-1.4 Severability

If any provision of these rules or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the rules and to this end, the provisions of the rules are severable.

5:87-1.5 Definitions

Unless otherwise defined in this subchapter, words and terms shall have the same meanings set forth in the Municipal Land Use Law, N.J.S.A. 40:55D-4 to 7.

“Approved Course” means a course, approved by the Commissioner of the Department of Community Affairs, offered by an institution or organization or entity that satisfies the mandatory curriculum of the Training Program and for which members and alternate members of municipal planning boards, zoning boards of adjustment or combined boards shall receive certification.

“Certificate of Completion” means written documentation provided to the member or alternate member of a municipal planning board, zoning board of adjustment or combined board from the Commissioner evidencing satisfactory completion of the Training Program requirements.

“Commissioner” means the Commissioner of the Department of Community Affairs.

“Course Provider” means an institution or organization or entity certified by the Commissioner to offer an approved course.

“Department” means the New Jersey Department of Community Affairs.

“Member” means individual serving as primary or alternate appointed representative to a municipal planning board, zoning board of adjustment, or combined land use board.

“Training Program” means the mandatory basic course in land use law and planning required by sections 2 and 3 of P.L. 2005, c. 133 (N.J.S.A.40:55D-23.3 and 23.4).

“Waiver” means a determination by the Commissioner of the Department of Community Affairs that a member or alternate member of a municipal planning board, zoning board of adjustment or combined board has completed a course of study which is equivalent to or more extensive than the course offered pursuant to (sections 2 and 3 of P.L. 2005, c. 133; (N.J.S.A.40:55D-23.3 and 23.4)).

5:87-1.6 Applicability; fees; board membership

(a) Except as provided in N.J.A.C. 5:87-1.7, the provisions of this subchapter shall apply to any person serving as a member as of the date that the Training Program is first offered, and to members appointed thereafter.

(b) Municipalities may establish fees, pursuant to N.J.S.A. 40:55D-8, to defray the costs of tuition for those members required to take the course in land use law and planning as required pursuant to P.L. 2005, c. 133 (N.J.S.A.40:55D-23.3 and 23.4).

(c) Municipalities shall provide to the Commissioner within 60 days of adoption the effective date of these rules and thereafter biannually, every January and July, a current list of members, their addresses, the date of their appointment to the board, and the date of their term expiration, using GovConnect at <http://www.nj.gov/dca/lgs/>.

5:87-1.7 Exemptions

The following members shall not be required to meet the educational requirements established pursuant to section 3 of P.L. 2005, c.133 (N.J.S.A.40:55D-23.3):

(1.) The mayor or persons designated to serve on a municipal planning board in the absence of a mayor who serves as a Class I member pursuant to section 14 of P.L.1973, c.291 (N.J.S.A.40:55D-23);

(2.) A member of the governing body serving as a Class III member pursuant to section 14 of P.L. 1975, c. 291 (N.J.S.A. 40:55D-23.3); and

(3.) Any person who is licensed as a professional planner and maintains a certificate of license issued pursuant to chapter 14A of Title 45 of the Revised Statutes which is current as of the date upon which that person would otherwise be required to demonstrate compliance with the provisions of sections 2 and 3 of P.L. 2005, c. 133; (N.J.S.A.40:55D-23.3 and 23.4).

5:87-1.8 Compliance Period

(a) Any member or alternate member serving as of the date the Training Program is first offered shall satisfactorily complete the Training Program within 18 months of the date these rules are effective.

(b) Any member appointed after the date upon which the Training Program is first offered shall satisfactorily complete the Training Program within 18 months following the date of their appointment.

(c) A member who fails to satisfy the requirements of the Training Program within the prescribed 18-month period shall be deemed to have vacated the position on the first day after the 18-month period has passed, and shall not be eligible for subsequent appointment to any board without first successfully completing the course.

(d) Any member serving a one-year term who does not complete the course within 18 months of the initial appointment or within 18 months from the date an approved course is first offered, whichever is later, must successfully complete the Training Program before becoming eligible for subsequent appointment to any board.

(e) A hearing or proceeding held, or decision or recommendation made, by a planning board or zoning board member shall not be invalidated if the member has participated in the hearing or proceeding or in the decision-making or recommendation leading to board action and that member is subsequently determined to have vacated his or her membership for failure to complete the requirements of the Training Program.

SUBCHAPTER 2 DELIVERY OF THE TRAINING PROGRAM

5:87-2.1 Course providers

The Training Program shall be offered by course providers. The Training Program shall consist of five hours of scheduled instruction and be structured so that a member can satisfy the course requirements in one day. The course providers may charge a reasonable tuition to cover the cost of offering the Training Program. The municipality whom the member represents is responsible to pay the cost of tuition.

5:87-2.2**Written proposal for course approval**

(a) An institution or organization seeking to become a course provider must first receive the approval of the Commissioner that the proposed course satisfies the mandatory curriculum of the Training Program set forth in N.J.A.C 5:87-3. The institution or organization must submit a written proposal to the Commissioner requesting approval at least 60 days in advance of the date the course is first offered. The proposal must contain the following:

1. A description of the length of the course, total number of sessions, length of session(s), and the frequency with which they are offered;
2. A description of the course content broken down by session. Any practical work to be completed by board members shall be identified in the proposal;
3. A list of any text or materials to be used during the course. The description shall identify whether the text or materials shall be mandatory or recommended;
4. The names of the instructors and their licensing credentials, as required by N.J.A.C. 5:87-4.1;
5. The number of times the course shall be offered per year; and

6. A statement of agreement that the institution or organization shall notify the Commissioner if the approved course is withdrawn or changed at anytime. Notification must be received by the Department within 10 business days from date the course is withdrawn or changed, including an explanation of the changes.

5:87-2.3 More extensive course offerings

An institution or organization providing a more extensive course than the Training Program may seek approval from the Commissioner that the course, or a component thereof, satisfies the Training Program curriculum. The institution or organization must meet the requirements under N.J.A.C. 5:87-2.2 to be considered for course approval.

5:87-2.4 Commissioner Approval

(a) Upon determining that the course satisfies the requirements of the Training Program curriculum, the Commissioner shall:

1. Issue a letter approving the institution or organization as a course provider, setting forth any terms or conditions of such approval; and
2. Place the name of the institution or organization and the course on the Department's list of approved courses only after all terms or conditions of

an approval are satisfied. The list shall be made available to the public at www.state.nj.us/dca/osg.

(b) When a training program is approved by the Commissioner, the institution or organization offering the course may include in the course description the statement “This course satisfies the requirements of the Basic Course in Land Use Law and Planning Training Program required pursuant P.L. 2005, c. 133 and has been approved by the Commissioner of the Department of Community Affairs.”

5:87-2.5 Periodic review of approved courses

The Commissioner reserves the right to periodically review approved courses to evaluate whether approved courses continue to conform to the requirements of this chapter.

5:87-2.6 Revocation of approval

The Commissioner may revoke his or her approval of an approved course if the course provider no longer offers the course or the approved course is no longer in conformity with the requirements of this chapter. Whenever approval is revoked or a course has been withdrawn by an organization, a new proposal and Commissioner approval of that proposal shall be required before the course may again be offered as satisfying the requirements of the Training Program. Course descriptions must be amended to remove

the statement contained in N.J.A.C. 5:87-4.3 immediately upon revocation of Commissioner approval.

SUBCHAPTER 3 MANDATORY CURRICULUM OF TRAINING PROGRAM

5:87-3.1 Training Program curriculum

(a) This subchapter sets forth the basic requirements for the Training Program curriculum. Course providers may offer one combined course for all members, or separate courses for zoning board members and planning board members, or for new members versus experienced members. However, the course must cover each of the topics listed in this subchapter in order to be considered for approval by the Commissioner.

(b) The Training Program shall have three key segments:

1. An overview of board responsibilities and differences between the boards;
2. The municipal master plan; and
3. The process of reviewing development applications.

5:87-3.2 Overview of board responsibilities and differences between the boards

(a) The purpose of the “overview of board responsibilities and deficiencies between the boards” this segment of the Training Course is to provide an overview of the responsibilities for each type of board (planning boards, zoning boards and combined boards) as set forth in the Municipal Land Use and Law, N.J.S.A. 40:55D-1 et seq. (MLUL) and to identify the differences between the boards. The mandatory topics to be covered in this segment of the Training Course include:

1. The difference between planning boards, zoning boards and combined boards;
2. The authority for board action, including the MLUL, the Local Redevelopment and Housing Law N.J.S.A. 40A:12A-1 et seq., local ordinances passed pursuant to the MLUL, and board by-laws;
3. Board membership;
4. The relationship of boards to other local entities, including, but not limited to, the governing body, environmental commission, historic preservation commission, board of education, and the local administration including the town administrator and the fire, health, police, emergency management and building officials;

5. The primary responsibilities of the planning board, including approval of, and amendment to, the master plan, conducting a master plan re-examination report, recommendations as to the official map or any amendment thereto, declaring an “area in need of redevelopment” and reviewing proposed redevelopment plans, preparation of the capital improvement program, and the development and/or review of site plan, subdivision and zoning ordinances;

6. The primary responsibilities of the zoning board, including the grant of variances from the zoning ordinance, interpretation of the zoning ordinance, decisions on appeals of alleged errors of administrative officers’ interpretation of the zoning ordinance, and preparation of an annual report;

7. Conflicts of interest set forth in N.J.S.A. 40:55D-23b, applicable to planning boards, and N.J.S.A. 40:55D-69, applicable to boards of adjustment;

8. The requirements of the Local Government Ethics Law, in which every municipal board member and employee must file a financial disclosure statement pursuant to N.J.S.A. 40A:9-22.4; and

9. Upholding the requirements of the Open Public Meetings Act or “Sunshine Law,” N.J.S.A. 10:4-6 et seq., including scheduling and noticing meetings; conducting open and closed meeting sessions; and consequences of violating the Sunshine Law.

(b) In the course of covering the topics in this section, the approved course shall identify and describe:

1. The contents of a Master Plan;,
2. The contents of a site plan;
3. The contents of a subdivision and zoning ordinance;
4. The relationship of the master plan to a zoning ordinance;
5. A variance and a waiver; and
6. The differences between C and D variances and permitted, non-conforming and conditional uses.

(a) The purpose of the “municipal master plan” segment of the Training Program is to provide an overview of the elements of a master plan; development and reexamination of the master plan; the relationship of the master plan to the ordinances and regulations implemented by the boards, and the availability of certain planning tools to implement the vision of the master plan. Required areas for discussion in this segment shall include, but are not limited to:

1. Review of the mandatory and optional elements of the master plan as required by the Municipal Land use Law, N.J.S.A. 40:55D-1 et seq. (MLUL). The overview of the Master Plan elements may also include a review of other planning elements not necessarily addressed in the MLUL, such as the community history, the community vision, neighborhood preservation plans, a design element and redevelopment plans;

2. Background studies that inform the master plan, including, but not limited to:

- i. The population, employment and housing characteristics of the municipality and the relationship of the information to population, employment and household projections contained in the State Development and Redevelopment Plan adopted pursuant to the State Planning Act, N.J.S.A. 52:18A-203, the applicable Metropolitan Planning Organization, and the Council on Affordable Housing;

ii. The Natural Resources Inventory prepared by the Environmental Commission;

iii. The Historic Preservation Plan prepared by the Historic Preservation Commission;

iv. Brownfields inventory;

v. The build-out analysis;

vi. The master plan reexamination reports prepared according to the MLUL;

viii. The zoning board of adjustment's annual report; and

viii. The processes of cross-acceptance, plan endorsement and center designation set forth in the State Planning Act, N.J.S.A. 52:18A-203 et seq., and the State Planning Rules, N.J.A.C. 5:85-1 et seq.; and

3. Discussion on smart growth planning principles, redevelopment, center-based development, transit villages, clustering and transfer of development rights as planning concepts and tools available to planning boards to implement the vision

of the master plan for balancing future development and conservation in the municipality.

5:87-3.4 The development application review process

(a) The purpose of the development application review process segment of the Training Program is to provide an overview of the development applications that come before the boards pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., (MLUL), the administration of the applications, the review of the applications, and the hearing process.

The mandatory topics to be covered in this segment of the Training Program include:

1. How to read, analyze and review a land development plan. In addition to the technical aspects of reading a plan, the analysis shall explore site visits and the relationship of the plan to local design standards and regulations, including site plan, subdivision, zoning and health regulations. The analysis shall also explore the relationship to county and state regulations, including the Department of Environmental Protection environmental rules, the Department of Transportation highway access rules and the Department of Community Affairs Residential Site Improvement Standards, and, where applicable, the land use and development rules of the Highlands Council, New Jersey Meadowlands Commission and the Pinelands Commission. In addition to discussing appropriate board questions, the overview of the review of the plan should include the role of reports from professionals representing the board, the applicant and the public;

2. The topics that need to be addressed when reviewing administration of an application, include, but are not limited to, notices, the determination of a complete application pursuant to a duly adopted checklist, the time periods in which boards must act and automatic approvals; and
3. The elements of the hearing procedure, including, but not limited to, quorums, the role of the applicant, the public and board members, including the chair, expert witnesses, evidence, public questions and testimony and board questions, the burden of proof, finding of fact, motions and resolutions, and who qualifies to vote.

SUBCHAPTER 4 TRAINING PROGRAM ADMINISTRATION

5:87-4.1 Standards for instructors

The instructors of the Training Program shall be licensed professional planners or attorneys experienced in land use matters and licensed to practice in New Jersey.

5:87-4.2 Standards for determining satisfactory completion of Training Program

(a) All course participants are required to take a test developed by the Commissioner in order to ensure that members attended and understood the course material. The test shall be a 10-question multiple-choice exam and shall change periodically. The Commissioner shall provide the test directly to the course providers prior to Training Program offerings. The course providers shall distribute the tests to members at the conclusion of the course instruction.

(b) In order to receive a certificate of completion, participants must demonstrate an adequate understanding of the Training Program material by attending the entire course and taking a test at the conclusion of the course instruction. Seventy percent accuracy on the test shall constitute a passing score. The tests shall be graded by the course providers.

(c) In instances where a participant attends the course but does not complete the course or achieve at least a seventy percent score on the test, the participant shall receive an incomplete for the course. The participant must retake the course and test within 60 days of the date of the failed or uncompleted course. Failure to satisfactorily complete the course or re-take the test within the required time period set forth in N.J.A.C. 5:87-1.8 shall result in the participant receiving no certification for the course.

(d) Within 14 days following a Training Program offering, the course provider shall submit to the Commissioner and the municipal clerk a list of the members

who attended the Training Program, the date of the Training Program, the municipality for whom the member represents and a copy of the graded tests that have received a passing score.

(e) Upon receipt of the records indicated in N.J.A.C. 5:87-3.2(d), the Commissioner shall issue a Certificate of Completion to each Training Program participant who satisfactorily completes the training program requirements and the municipal clerk. The municipal clerk shall notify the planning, zoning and combined boards of each member who has received a certificate of completion upon receipt of the certificate.

5:87-4.3 Waivers

(a) A member shall be eligible for a waiver of the required Training Program if he or she has completed a course of study that the Commissioner deems to be equivalent or more extensive than the Training Program:

1. Within 12 months prior to the effective date of these rules, for members as of (the effective date of these rules); or
2. Within 12 months prior to the date of appointment for new members.

(b) Members must complete a Waiver Request Form available on the Department's website at www.state.nj.us/dca/osg, and submit a course description, official transcript or certificate of completion and other related documentation, together with a completed Waiver Request Form, to the Commissioner for review.

(c) Within 30 days of receipt of the Waiver Request Form, the Commissioner shall make a determination on the waiver request and respond in writing to the member with a copy to the municipal clerk.

5:87-4.4 Record retention

(a) The following records pertaining to satisfactory completion of the training program shall be maintained by the Department for three years after expiration of appointment, whether due to the end of a term, automatic vacation from a board, and/or resignation:

1. The name and address of the member;
2. The date of appointment to a board;
3. The date(s) when the member took an approved course;

4. Satisfactory completion of the course; and

5. Copies of the graded tests.

(b) A copy of the Certificates of Completion shall be permanently maintained by the Department.